



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**PAYROLL SUPERVISOR**  
FINANCE

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for overseeing the administration of the City's Payroll processes, to include required federal and state reporting, as well as ensuring account reconciliations related to payroll deductions. Reports to the Administrator of Fiscal Services.

## **ESSENTIAL JOB FUNCTIONS**

Responsible for the effective supervision and administration of the Payroll Division to include performance management, employee relations, training, prioritizing and assigning work and related activities. Reviews, verifies, and approves City-wide electronic payroll transactions through the City's Enterprise Resource System (MUNIS) for weekly, semi-monthly and retiree payroll processing. Responsible for ensuring accuracy of employee and retiree compensation, voluntary and involuntary deductions, and third-party payments.

Works closely with the City's Enterprise Resource Planning team; establishes policies and procedures related to processing payroll and related account management. Stays abreast of proposed regulatory changes related to administering payroll, tax withholdings, mandatory and voluntary deductions, etc. Assists in the development and updating of accounting systems and prepares specialized financial reports and statements as needed; may assist in the research, analysis, and development of annual budget data; and provides assistance to City personnel relating to accounting systems and procedures; may provide assistance to internal and external auditors in auditing financial statements and records.

Processes expenditure and revenue transfer requests and prepares journal entries to revenue and expenditures in general ledger and subsidiary accounts. Reconciles general ledger account balances with the City's computerized systems; researches financial records and makes appropriation transfers; prepares journal vouchers as appropriate.

Prepares various financial reports, statements and filings for payroll taxes and reports; cash flow reports; statement of financial condition; capital asset values and depreciation; capital projects report on expenditures; depreciation schedule and balance sheets as required to comply with local, state and federal regulations throughout the year.

May be responsible for the review of grant agreements received from multiple federal and state agencies; monitors the grant contract, program income and financial affairs for compliance and conformity; monitor grant expenditures and revenues and ensure compliance with prescribed grantor requirements and make efficiency recommendations.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Payroll - Thorough knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and proposed, that affect payroll operations including FLSA, HIPAA, FMLA, Workers Compensation, Pension, Medicare, Social Security, or related DOL requirements.
- Accounting - Knowledge of accounting principles and practices to include grant account administration. Considerable knowledge of Generally Accepted Accounting Principles (GAAP).
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

## **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of financial tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves difficult inquiries and disputes.

## **REQUIRED ABILITIES**

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Financial Management - Ability to perform difficult arithmetic, algebraic, and statistical applications to perform financial transactions. Ability to employ accounting principles and practices in the analysis and reporting of financial data.
- Communication - Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of financial issues with tact and diplomacy and in a confidential manner.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Accounting, Business Management, Finance or a related field and 3-5 years of related payroll administration experience with 2-3 years of lead or supervisory experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background checks to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.